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WKU Archives Records

WKU Archives

Spring 2020

UA52/1 Out of the Box

WKU Archives

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Recommended Citation

WKU Archives, "UA52/1 Out of the Box" (2020). *WKU Archives Records*. Paper 7558.
https://digitalcommons.wku.edu/dlsc_ua_records/7558

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Out of the Box

WKU Archives & Records Management Program

Spring 2020

WKU Archives

WKU Archives Photo Search by Date

Open KenCat to the [Advanced Search Screen](#). Here you will see a box, choose Photos:

In the Catalog Number field enter: **UA1C***

In the Date Field enter one of the following examples:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Objects | <input checked="" type="checkbox"/> Photos |
| <input type="checkbox"/> Archives | <input type="checkbox"/> Library |
| <input type="checkbox"/> Creators | <input type="checkbox"/> People |
| <input type="checkbox"/> Containers | |

Single year – enter the year, e.g. 1982

Decade – enter the beginning year with an asterisk, e.g. 199*

Range of dates – enter 1962, 1963, 1964, use commas between each year in the sequence you are interested in

No date – many images have no date, use **nd**

To request an image, click on the image twice, click on **Request Image** in the lower right corner of the image and fill out the Image Request Form. Photos for WKU faculty, staff and student projects are free of charge. Images for personal use may be [purchased for a fee](#) of \$10 per image paid in advance. Images are uploaded to Dropbox upon receipt of payment. Money is used to purchase supplies for the collection.

Check the website for more information regarding the [WKU Archives Photograph Collection](#).

Collection Inventory Review Completed – all record group, series and subseries level entries were reviewed for accuracy and updated during 2019. This included the addition of [Discipline](#) entries which match those used in [TopScholar](#) as well as updates to hyperlinks. Every inventory was reprinted and posted on [TopScholar](#) to ensure that the most up to date information is available to users. The [Collection Inventories](#) website was also updated to reflect newly rolled out collections and make sure links are operational.

Upcoming

...

April – Records
Management Month

Rolled Out

...

[UA3/8 Tom Meredith –
Colleges/Departments](#)

[UA7 Research & Economic
Development](#)

[UA12/2/66 Sigma Kappa](#)

[UA12/4 Health Services](#)

[UA66/8/3 Second Rocky
Mountain Field Trip, 1931](#)

Online Exhibit – [Spirits of
Prohibition](#)

In Process

...

UA11/2 Public Affairs Press
Releases

UA12/2/1 *College Heights
Herald* digitization 1990+

UA3/7 Kern Alexander –
Scrapbook File

UA3/8 Tom Meredith – Task
Forces

Records Management

The Kentucky public university records managers did not meet in December.

Records Schedule Section A

Continued from [Out of the Box, Summer 2019](#).

Records found in most offices across campus.

U0111 Reference & Informational Materials – informational documents, email that require no action by the recipient. Such as the email that brings you this newsletter. The WKU sender

*WKU Archives is dependent upon **each office & committee** to transfer permanent records when they have met their retention requirements to prevent gaps in the historical record of WKU.*

may have a recordkeeping responsibility in maintaining the information sent out, such as newsletters, press releases or attached reports. Retain until no longer useful, then destroy.

U0112 Reports – Annual or Summary – reports documenting departmental, college or office activities for the year. Transfer 1 copy to WKU Archives, retain 1 copy in the creating unit. Destroy duplicates when no longer useful.

U0113 Reports – Periodic Activity – reports documenting departmental, college or office activities for a specific period of time. Retain until annual or summary report is created, then destroy when no longer useful. However, if annual or summary report is not created, this series should be maintained permanently and sent to WKU Archives.

U0114 Reports / Special Studies – information related to university activities or events, may contain recommendations and important facts and statistics useful in strategic planning. These could be committee / task force final reports. Transfer one copy to WKU Archives.

A word about **Committees / Task Forces**.

Always designate a person as record keeper. Make sure that committee member receives all the documentation necessary to show the work of the committee (minutes, reports, correspondence, etc.). That person should transfer records to appropriate administrative units (President's Office, Provost, Dean's Office, Faculty Senate, etc.). The record keeper should notify the committee members when all paperwork has been transferred so they can destroy their duplicates and working papers when no longer useful. The administrative unit overseeing the committee is responsible for transferring committee records to WKU Archives when no longer useful.

Questions?

Submit any records management questions you have to archives@wku.edu

Destruction Report

Remember to file a [Request for Destruction form](#) before destroying university records. It is fast, easy and will help you in the event of an audit. During the fall semester you destroyed over 154.1 cubic feet and 3.91 mb of records.

Workshops

A records management workshop was conducted in January. Contact us for an office visit: 745-4793.

Thanks to everyone who took our [Alumni Survey!](#)

A different section here . . .

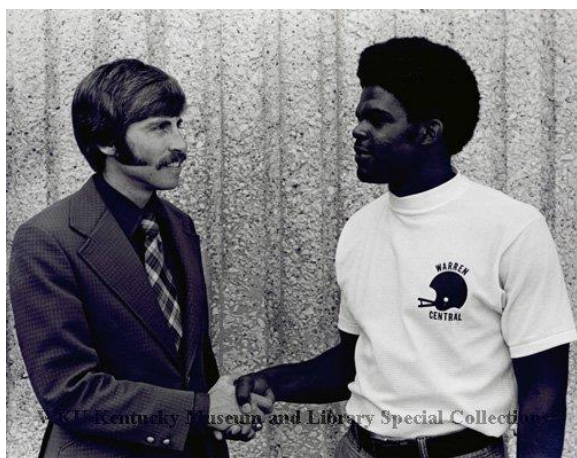


1950s < Claude Rose,
Music

1970s Carly Dodd –
fantastic
Communications theory
professor! Great interest
in student perspectives &
interactive teaching

approach.

1970s Larry Caillouet – Fabulous debate
instructor & director of the Forensics Union.



1970s Larry Winn ^ – great Communications
professor, seen here with Greg McKinney.

1970s Jo Verner – Recreation Department, bundle
of energy, caring, Special Olympics passion, a
great teacher and an inspiration to all who knew
her. Seen here with the Recreation Club in 1974. >

1980s Mr. Mason – Public Relations / Advertising
Class

1980s Dr. Noser – Economics; Mr. Sloss –
Business & Professional Speaking

1980s Kyle Wallace & Charles Anderson

1990s Sally Ray, Cassandra Pinnick, Aaron Peters

1990s David Keeling – very engaging & always
learned more than my grade reflected, even
when I got an A.

2000s Guy Jordan – I remember when Dr. Jordan
first came to WKU. I immediately loved his
classes & the way he taught art history. He's
wonderful & we are lucky to have him!

2000s Matt Tullis, Jeff Jensen, Yvonne Petkus,
Curtiss Long

2000s John Dizgun – good lecturer, made the
content engaging & graded fairly, but what was
really special was how kind he was. He made
everyone feel welcome in his class & thoughtfully
encouraged quiet folks without putting them on
the spot.

2010s Ronald Rhoades, James Lindsey James

Check out other [Favorite Professors](#) and let us
know about your favorite professor(s) by
emailing us: archives@wku.edu

